Agenda Item Form

Agenda Date: _8/31/04_

Districts Affected: ALL
Dept. Head/Contact Information: Library, Carol Brey, (915) 543-5413

Type of Agenda Item:

☐ Resolution
☐ Tax Installment Agreements
☐ RFP/ BID/ Best Value Procurement
☐ Application for Facility Use
☐ Interlocal Agreements
☒ Other Personal Services Contract

☐ Staffing Table Changes
☐ Tax Refunds
☐ Budget Transfer
☐ Bldg. Permits/Inspection
☐ Contract/Lease Agreement

☐ Board Appointments
☐ Donations
☐ Item Placed by Citizen
☐ Introduction of Ordinance
☐ Grant Application

Funding Source:

☐ General Fund
☒ Grant (duration of funds: 12 Months)
☐ Other Source: _____

Legal:

☐ Legal Review Required   Attorney Assigned (please scroll down): None   ☐ Approved   ☐ Denied

Timeline Priority: ☒ High   ☐ Medium   ☐ Low   # of days: _____

Why is this item necessary:

Grant funded PC/LAN Specialist for assistance & consulting to El Paso Public Library & other libraries in the Trans Pecos region.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Position is fully funded by the Texas State Library for technical assistance to libraries.

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO**

and **AGUSTIN GALLEGOS,** to assist the El Paso Public Library as a PC/LAN Specialist

II at a biweekly rate of $1,673.73 for 40 hours per week. The term of the contract shall

be for the period of September 1, 2004 through August 31, 2005.

APPROVED this 31st day of August, 2004.

THE CITY OF EL PASO

_____
Joe Wardy
Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

_____
Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS	)	
	)	**PERSONAL SERVICES CONTRACT**
COUNTY OF EL PASO	)	

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **AGUSTIN GALLEGOS**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the El Paso Public Library, desires to employ the Employee as a PC/LAN Specialist II; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1.   <u>SCOPE OF SERVICES</u>.   Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the El Paso Public Library, in El Paso, Texas.

2.   <u>TIME OF PERFORMANCE</u>. The services of Employee are to commence on or about September 1, 2004 and be completed by August 31, 2005.

3.   <u>COMPENSATION AND METHOD OF PAYMENT</u>. Employee shall be paid at a biweekly rate of One Thousand Six Hundred Seventy-Three and 73/100 Dollars ($1,673.73). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.   The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same

manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract.   In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures.   Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits.   Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4.   LOCATION OF PERFORMANCE.   The place where such services are to

be performed is in the El Paso Public Library, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. <u>LAW GOVERNING CONTRACT</u>. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. <u>COMPLETE AGREEMENT</u>. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. <u>TERMINATION</u>. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. <u>MISCELLANEOUS</u>. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. <u>NOTICE</u>. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the

Gallegos Agustin (Library)

Employee at the following addresses:

CITY: City of El Paso
El Paso Public Library
Attn: Director
501 N. Oregon
El Paso, Texas 79901

EMPLOYEE: Agustin Gallegos

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,

Texas this 31st day of August, 2004.

CITY OF EL PASO

_____
Joe Wardy
Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

EMPLOYEE:

_____
Agustin Gallegos
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

_____
Guadalupe Cuellar
Deputy City Attorney

_____
Carol Brey-Casiano
Director of Libraries

SCOPE OF DUTIES STATEMENT

PC/LAN SPECIALIST II   (EL PASO CONTRACT POSITION)

Summary

Under general supervision, provide complex, specialized technical support for personal computers and local area networks.

Typical Duties

Provide complex technical support to clients in support of their daily business functions. Involves: Set up clients with e-mail and creating shares to make resources available on the network. Verify network data access requests before providing access to network resources. Ensure system is secure from unauthorized computer access. Meet with clients to evaluate and identify user needs, and conduct client training on newly installed hardware and software systems.

Assisting in support of client local area networks. Involves: Provide network support, install and configure new software on personal computers, and monitor network error logs. Configure network operating system for efficient performance. Troubleshoot and correct system problems. Identify source of hardware or software problems and take appropriate corrective action. Document all trouble reports in help desk software or in site binders.

Research and evaluate new software packages or new hardware platforms and provide advanced technical support to other staff. Involves: Develop scripts or implement utilities to automate or assist in automating tasks. Run tests and debug to ensure system runs correctly. Participate as a team member on projects. Act as project lead on small-to medium personal computer related projects, as assigned.

Provide professional staff assistance to department management by coordinating day-to-day internal operations, if assigned. Involves: Prepare schedules for multiple concurrent projects. Arrange for timely availability of resources. Balance functional activities of participating units. Expedite work flow to meet completion commitments. Facilitate resolution of conflicting priorities. Act as project team leader or substitute unit supervisor as authorized. Engage in database, web site or other end user applications programming and analysis as qualified.
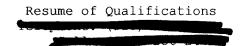
Perform related duties as assigned. Involves: Work with various other technology departments at various local, state and federal agencies to ensure efficient computer use between systems. Substitute, if assigned, for immediate supervisor, subordinates or coworkers.

Minimum Qualifications

Education and Experience: Equivalent to a combination of an Associate's degree in Computer Information Systems, Microcomputer Technology or a related field, and two (2) years of wide area and local area network hardware and software support experience.

Licenses and Certificates: Must be certified by Computing Technology Industry Association (which includes passing the core module and specialty module for the City's existing computer platform) at time of application and maintain certification throughout employment, or possess comparable certification deemed appropriate by the requesting department. Some positions may require a valid Texas Class "C" Driver's License or equivalent issued by another state by time of appointment.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

OBJECTIVE: A supervisory or entry level position with an established company where my education and abilities would be of value and allow me to advance.

Education: MCP, Microsoft Certified Professional, Windows XP, June 2004
MCP, Microsoft Certified Professional, Server 2000, April 2003
CCNA, Cisco Certified Network Associate, February 2002
Certificate of Computer Accounting, April 1987
  International Business College, El Paso, Texas
Certificate of Improved Hawk Information and Coordination Maintenance
Army Air Defense School, April 1981

EMPLOYMENT EXPERIENCE

PC/LAN Specialist II, El Paso City Library, El Paso, Texas Sept 2003 to Present

** Main support for fourteen Libraries throughout west Texas. Duties include maintaining all network and desktop computers in operational status at all times. Recommend upgrades and new equipment. Train users on new software and equipment.

** Assist in supporting main Library and its nine branch libraries. Assist in installing any needed software and equipment. Setup users and their e-mail. Repair workstations and software. Install new switches and workstations. Recommend changes to policies and procedures. Evaluate and identify user needs. Recommend new products.

** Work with city personnel in keeping network and internet access operational at all times. Maintain servers and backup schemes. Assist in maintaining IP address logs.

Network Engineer, Lauterbach Technology Group, El Paso, Texas   Jan 2003 to Sept 2003

** Administer a network of 30 plus users on Windows 2000 and XP. Servers include several Windows 2000 servers, a Microsoft Cluster, Terminal Server, Exchange 2000, Backup Server (ArcServe 2000), and two SQL 2000 servers.

** Software support includes QuickBooks, Prosystems, Act 2000, CFS Tax System, ATB for Windows, MSO 2000, 2002, Lotus Notes. Hardware includes various Laser printers (4000, 5SI, 940, 520). Dell and Micron laptops, Compaq, Dell and Generic desktops. Manage a Watchguard Firewall Firebox model II. Manage VPN software for remote connectivity.

** Support various companies with all hardware and software issues. Manage Cisco VPN software on a Cisco 3005. Setup wireless networks, install Windows 2000 with Active Directory. Upgrade Windows 4.0 networks to Windows 2000. Troubleshoot VOIP networks. Manage remote servers with Terminal services.

Contractor, Self-Employed, El Paso, Texas Oct 2001 to Jan 2003

** Work with various companies installing Windows 2000 servers and workstations. Provide helpdesk duties using Proxy and Terminal services. Run CAT 5 and CAT 3 cable for network and phone systems.

** Setup Cisco switches and routers with for companies. Setup wireless networks both at home and work for customers. Troubleshoot Novell 3.x, 4.x and 5.x networks. Install servers with Active Directory and Terminal services. Setup routers for Internet connectivity at homes and businesses.

Network Administrator II, Thomason Hospital, El Paso, Texas Oct 1998 to Sept 2001

** One of two Network Administrators responsible for campus network to include three remote sites that connect via T1 lines and a 10 MEG line. Duties included supporting MSO97, MSO200, KEA, Windows 9.x, Windows 3.x, ArcServe 6.1, Backup Exec for NT, Windows NT 4.0, 2000 and various other software and hardware. Ensure network connectivity of printers and computers.

** Monitor network with Cisco Works and Net X Ray. PC side includes Dell, Digital, Compaq and IBM computers. Servers include four Novell, fifteen NT and two AIX servers. Ensure security is adequate on NT, Novell, Cisco equipment and others.

** Coordinator for various projects to include Y2K upgrades for all PC's, Cisco equipment, Novell and NT servers. Technical project manager for Gigabit backbone installation.

Network Administrator, Elcom Inc., El Paso, Texas May 1997 to Oct 1998

** Responsible for three Novell 4.1 servers in a production environment. Support over 300 computers and 25 print servers. Manage GroupWise 5.2 E-mail system. Maintain IP addressing scheme to ensure enough addresses for workstation connectivity to a UNIX server and AS400 via TCP/IP.

** Main support for any hardware and software problems. Equipment supported included Net Print Servers, Cabletron Hubs, Compaq desktops and Dell computers. Software included IMPACT, MSO97, Lotus 5, MP2 and others.

** Submitted a plan to restructure network backbone with fiber optics and replacing all Cabletron hubs with Cisco switches.

Systems Engineer, Johnson Controls Inc., El Paso, Texas Feb 1996 to April 1997

** Supporting a Novell 3.12 LAN in a production environment. Supporting over 125 users and 15 print servers. Maintained local Lotus CC-Mail 2.2 system. Managed IP addressing scheme to include connectivity to a Unix server via TCP/IP and telnet sessions. Managed a second Novell 3.12 in the El Paso facility with 15 users, two Laser Jet 4M printers, CC-Mail router and desktop faxing program.

** Job duties include explaining how software and hardware work in Spanish. Maintain all printers and workstations in working order. Main support for barcode equipment, which included a Windows NT4 server, Symbol Tech 3110 Radio scanners. Installed Netscape 2.1 for Internet communication. Implemented a new HP Pro 6/200 server with Novell 4.11 with a 14 CD-ROM tower and CC-Mail Mobile.

** Install and configure new workstations and diskless workstations. Troubleshoot software problems with packages such as MP2 4.5, MSO, MS Access 2.0 and various others.

Network Administrator, Petro Stopping Centers, El Paso, Texas Sept. 1990 to Feb 1996

** Responsible for proper software and hardware installation of Point-Of-Sale computers. Setup Novell 2.15 and 2.25 as non-dedicated servers for daily and monthly reports. Main support for software and hardware of over 25 stores nationwide.

** Troubleshoot any type of computer problem over the telephone or by modem using remote control communications. Assist in teaching managers and cashiers the functions and capabilities of program, quick fix solutions and procedures.

Continuation of **Network Administrator**, Petro Stopping Centers

** Setup and maintain Novell 4.1 LAN and WAN at corporate office. Servers included two 4.1, two 3.12 servers, two SAA 2.0 servers and one Net Connect 1.0 server. Started nation wide implementation of WAN. Currently over 26 sites on-line. Maintain and monitor WAN using Novell NMS and Optivity 5.2.

** Provide training on network and software for corporate office and field personnel. Equipment used is Synoptic 2813 hubs, Cisco 2500 routers, 508b transceivers, Cisco 7000, Synoptic 3000, DSU/CSU, TUT repeaters and ARLan equipment.

** Install, maintain and support Definity GS1 telephone system, order new telephones, setup voice mail, program buttons on phones. Troubleshoot any type of telephone problems and voice mail.

Supervisor of Logistical Services, A.C. Nielsen, El Paso, Texas June 1987 to Aug 1990

** Accountable for requisitioning, purchasing, receiving, exporting, repairing, assembling, testing and configuring computer hardware and software between El Paso and Mexico operations. Supervised daily activities of two technicians.

** Evaluate and advise on new source, requirements, pricing and delivery of computer hardware and software. Established computer repair centers in various branches throughout the company. Re-write maintenance procedures, established repair and replacement parts inventory.

** Coordinate repair and replacement of damaged or defective PC parts and related peripherals between El Paso and Mexico. Provide necessary information for exportation and importation of computer equipment and software.

Production Aide/Data Pack, Rockwell Int., El Paso, Texas Feb 1985 to Aug 1986

** Promoted to Data Pack person after nine months. Information gathering, wire harnessing, usage of different crimping tools.

** Preparation of final shipping forms and information on building procedures. Temporary supervision of thirty personnel.

Information & Coordination Central Mechanic, 24G, U.S. Army, Ft. Bliss, TX
Jan 1981 to Jan 1985

** Secret security classification. Organizing and scheduling classes, employee training. Electrical diagram reading, issuing classified material and disposal.

** Troubleshooting electrical system of HAWK equipment. Interpreter for Spanish students. Sergeant of the Guard at least twice a month.

SKILLS: ** Able to install most software programs onto any computer, debug software. Troubleshoot most types of computers.
** Converse, write and read in Spanish.
** Capable of learning any software package with minimal help.
** Setup Novell and NT servers, users, printers and software.
** Work with vendors for best pricing on software and hardware.
** Work with customers/users to analyze best process and procedures.

Technical Courses:

Course	Date
Implementing a MS Windows 2000 Network Infrastructure	June 21-25, 2004
Ethical Hacking	May 17-21, 2004
Managing a MS Windows 2000 Network Environment	April 19-23, 2004
Network +	February 2-6, 2004
MS WIN 2000 Networking and OS Essentials	July 18-20, 2001
The Secrets of Effective Windows NT Security	February 28-March 1 2001
Plan, Implement & Support MS SMS 2.0	December 11-15, 2000
Administering MS SMS 2.0	November 27-30, 2000
MS NT 4.0 Enterprise Technologies	November 26, 2000
Introduction to LAN/WAN Hardware	November 18, 2000
System Administration for MS SQL 7.0	September 25-28, 2000
Backup Exec For NT	March 6-7, 2000
Heat System Administration	October 18-22, 1999
Internet Information Server 4.0	August 23-28, 1999
R5 Implementing a Domino Infrastructure	August 13-15, 1999
Implementing and Supporting TCP/IP on Win NT 4.0	August 2-7, 1999
Windows NT Server 4.0 Advance Server Series	July 9-14, 1999
Windows NT 4.0 System Architecture	June 21-25, 1999
Windows NT 4.0 System Administration	June 7-9, 1999
Networking Essentials	June 2-5, 1999
Cisco Router Installation and Maintenance	November 9-13, 1998
GroupWise 5.x Administration	April 27-29, 1998
GroupWise 5.x Advanced Administration	April 30-May 1, 1998
Netware 4x Administration	July 18-21, 1995
Netware 4x Advanced Administration	September 11-13, 1995
Data Communications Technologies	December 12-13, 1994
Technical Support for Netware	December 14-16, 1994
Local Area Network Technologies	November 7-8, 1994
Linking LANs	November 9-10, 1994
Ethernet Connectivity	October 3-5, 1994
Netware 3x Administration	May 23-26, 1994
Systems Manager Course	September 26-28, 1990